



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 5216.5F
11

14 MAY 2001

NAS OCEANA INSTRUCTION 5216.5F

Subj: LOCAL SUPPLEMENT TO CORRESPONDENCE MANUAL (CHAPTER 4)

Ref: (a) SECNAVINST 5216.5D

1. Purpose. To provide supplemental instructions regarding the preparation and various formats of Naval Air Station (NAS) Oceana correspondence.

2. Cancellation. NASOCEANAINST 5216.5E.

3. Information. Per reference (a), the Commanding Officer, NAS Oceana is authorized to amplify basic practices contained in the Navy Correspondence Manual, setting forth locally prescribed policies and procedures.

4. Action. Department heads insert this instruction as Chapter 4 to reference (a) and ensure departmental personnel who originate, prepare or type correspondence and directives comply.

A handwritten signature in black ink, appearing to read "W. C. Zobel", is positioned above the printed name.

W. C. ZOBEL

Distribution:
NASOCEANAINST 5216.1V
List I

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CHAPTER 4

LOCAL SUPPLEMENT

SECTION A

GENERAL INSTRUCTIONS

4-1. Standards of Correspondence. Originators, reviewers and processors of official correspondence should keep in mind that all signed correspondence represents the official view of the Commanding Officer. Personnel will ensure appropriate standards are complied with during preparation of correspondence.

4-2. Standards of Promptness. Timeliness in processing all correspondence is paramount, especially when responding to operational deadlines or personal hardships. The following standards are established:

<u>TYPE OF COMMUNICATION</u>	<u>TIME LIMIT</u>
Flash message	Immediately, or as soon as practicable.
Immediate message	As soon as practicable.
Priority message	Within 24 hours of receipt.
Routine message	Prior to date specified, or as soon as practicable.
Congressional inquiries	Within five working days. An interim reply must be made if unable to respond fully within five days.
Letter correspondence (urgency indicated)	Prior to date specified. Replies for Commanding Officer's signature must be submitted five days prior to action deadline.
Letter correspondence (no urgency indicated)	Within ten working days of receipt.

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4-3. Responsibilities

a. Administrative Officer (11). Review all correspondence routed to the Commanding Officer/Executive Officer. Material not adhering to reference (a) and as amended by this instruction, will be returned to the originator for correction or comment, as appropriate.

b. Department Heads

(1) Maintain a departmental tickler to ensure above standards are maintained and deadlines met. For command correspondence, this responsibility ends only after the correspondence or message is signed by the Commanding Officer, transmitted, mailed or delivered and not when it is placed in a departmental outgoing basket. Department heads are encouraged to discuss controversial replies with the Executive Officer or Commanding Officer prior to submission. All correspondence will be submitted in smooth format, ready for signature.

(2) A 3.5 inch disk will be included with all correspondence requiring Commanding Officer/Executive Officer signature. All documents must be spell-checked and clearly labeled on disk.

(3) Correspondence may also be forwarded to the Administration Office via E-mail to the Administration Department Leading Petty Officer.

(4) Compliance with reference (a), command directives, use of proper format, grammar, spelling and accuracy of all outgoing command correspondence will be ensured. In all cases, pen and ink or correction fluid changes are unacceptable on correspondence for Commanding Officer/Executive Officer signature.

4-4. Authority to Sign "By direction"

a. Authorization for "By direction" signature is for routine correspondence containing information previously approved or authorized by the Commanding Officer or for matters of a technical aspect under the cognizance of an official authorized to sign "By direction." This authorization does not extend to correspondence relating to the mission or efficiency of NAS Oceana, endorsement on career related programs or items initiating policy.

b. Official correspondence required by law or regulation to be signed by officers in the execution of the duties of their office will be signed in their own handwriting.

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c. The person signing "By direction" is responsible for content and format of the correspondence.

4-5. Delegation of Authority. The Executive Officer is authorized to sign any correspondence he deems appropriate "By direction" of the Commanding Officer. Incumbents of the following billets/positions are authorized to sign "By direction." If additional delegation is necessary, a written request will be submitted to the Commanding Officer.

- a. Command Master Chief (00I)
- b. Command Evaluator (00C)
- c. Business Manager (10)
- d. Administration Department
 - (1) Administrative Officer (11)
 - (2) Assistant Administrative Officer (111)
 - (3) Command Career Counselor (115)
 - (4) Command Security Manager (116)
- e. Public Affairs Officer (12)
- f. Legal Department
 - (1) Command Judge Advocate (13)
 - (2) Discipline Officer (131)
- g. Command Chaplain (16)
- h. Officer in Charge, Dam Neck Annex (17)
- i. Air Operations Department
 - (1) Air Operations Officer (30/31)
 - (2) Assistant Air Operations Officer (30A/31A)
- j. Air Installation Compatible Use Zones Officer (AICUZ) (32)
- k. Air Show Director (33)
- l. Officer in Charge, Visual Information Support Center (60)

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4-6. Incoming Mail

a. Regardless of a specific code or name included in an address, all official mail addressed to "Commanding Officer, Naval Air Station Oceana" will be delivered to the Administration Department for opening. Routine correspondence will be forwarded to the appropriate department. Action correspondence will be assigned an action tickler number and forwarded to the appropriate department.

b. Congressional inquiries will be assigned an action tickler number by the Administration Department and forwarded as an electronic attachment, via E-mail, to the appropriate action department.

c. Mail marked for a specific code or individual will be forwarded directly only if the address does not include the title "Commanding Officer."

d. Department heads in receipt of action correspondence or congressional inquiries, via U.S. Postal Service or other means, will immediately hand carry, via courier/departamental runner, the original correspondence to the Administration Department to ensure appropriate accountability or responsibility may be tracked.

4-7. Outgoing Material for Commanding Officer's Signature

a. Correspondence for signature by the Executive Officer or Commanding Officer will be routed through the Administration Department for review prior to signature. Material will be submitted per Chapter 4, Section B.

b. If material prepared by a department impacts the interest or requires the concurrence of another department, it is the originator's responsibility to ensure the material is routed to the appropriate department for chop prior to routing to the Administration Department.

4-8. Correspondence Requiring Action. Incoming correspondence and directives requiring command action are controlled by the Administration Department. Action correspondence will be routed to the cognizant department or officer, except in those cases where the matter is of such importance it should be brought to the immediate attention of the Commanding Officer.

a. Assignment of Action Tickler Correspondence (Action Ticklers)

(1) Action ticklers will only be initialed by the department head, division officer or officer who has been delegated authority to sign "By direction."

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(2) Action correspondence will be completed promptly.

(3) Replies to action correspondence requiring the Commanding Officer's signature will be submitted for review to the Administration Department per Section B, paragraph 4-12 of this chapter. Smooth letter replies for review will be submitted five working days prior to the due date.

b. Completed Action Ticklers. Completed action correspondence will be indicated as follows:

(1) Letter replies prepared for the Commanding Officer's signature will be submitted with the incoming correspondence per Section B, paragraph 4-12 of this chapter.

(2) For letter replies signed "By direction," forward three copies of the signed outgoing letter reply with the incoming correspondence to the Administration Department for filing. Signed replies may be scanned and saved to a ".PDF" file and forwarded via E-mail to the Administration Department. Subject line of E-mail must contain action tickler number followed by full subject of action correspondence.

(3) When action is answered by message, forward one copy of the outgoing message reply with the incoming correspondence to the Administration Department for filing.

(4) When action is completed verbally, either in person or by telephone, a notation to that effect will be made on the incoming correspondence, signed and dated by the action officer and hand carried by departmental courier/runner to the Administration Department.

(5) When no action is required, a notation to that effect and the reason no action is required, will be made on the incoming correspondence, signed and dated by the action officer making the decision and returned to the Administration Department either hand carried by departmental courier/runner or E-mail.

c. Additional Routing of Action Ticklers

(1) Additional routing may be assigned at the discretion of the action code concerned. The action code will notify the Administration Department of additional routing assigned.

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(2) Correspondence determined to be incorrectly routed to an assigned action code will immediately notify the Administration Department via reply E-mail for necessary corrective action.

(3) When joint action is assigned, the primary addressee will contact the secondary addressee to coordinate a single response.

d. Reply Due Dates and Extensions of Action Ticklers

(1) On routine action correspondence, the Administration Department will assign a reply due date of ten working days. Correspondence that requires a reply by a specified date will be assigned an appropriate reply due date.

(2) Requests for extension of reply due date will be directed to the Administration Department.

4-9. "FOR OFFICIAL USE ONLY" Correspondence

a. Correspondence bearing "FOR OFFICIAL USE ONLY" designation, transmitted on-station only, will be enclosed in a sealed envelope and addressed to the individual for whom it is intended by name and code.

b. Special handling for off-station "FOR OFFICIAL USE ONLY" correspondence is the responsibility of the originator as is the decision to limit its address to a particular individual by official designation or code.

EXAMPLE: "FOR OFFICIAL USE ONLY"
TO BE OPENED BY DEPARTMENT HEAD ONLY

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SECTION B

PREPARATION AND FORMAT

4-10. Stationery and Copy Requirements

<u>TYPE</u>	<u>USAGE</u>
Bond letterhead	For official outgoing correspondence.
Plain bond	For "via" and "copy to" addressees.
Plain bond	For copies to NAS Oceana departments, originators and Administration Department.

Note: If using photocopies, label all copies appropriately.

4-11. Serialized Correspondence

a. Three copies of all serialized correspondence, regardless of who signs, will be provided to the Administration Department. Exception to this will be for those departments that scan and forward the serialized correspondence in ".PDF" format to the Administration Department via E-mail.

b. All letters signed by the Commanding Officer or "By direction," leaving the command, will be serialized.

c. "Reading file" copies will be routed to Codes 00/01/11 on a weekly basis.

4-12. Correspondence Format

a. Originator Block. The originator's block includes the Standard Subject Identification Code (SSIC), serial number (comprised of "Ser", originator's departmental code, forward slash and an assigned serial number) and date. It is located in the upper right-hand corner of correspondence addressed to activities outside NAS Oceana. SSICs, listed in SECNAVINST 5210.11D, will be assigned by the originator.

EXAMPLE: SSIC	5216
Ser Code/	Ser 11/
Date	1 April 2001 (if stamped)
	1 Apr 01 (if typed)
	April 1, 2001 (business letters)

NOTE: Month is typed in initial capital letters only. Leading zeros are not used in days one through nine.

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b. Enclosures. Copies of enclosures are to be attached to file photocopies and hand carried by departmental courier/runner or via E-mail to the Administration Department.

c. Signature by Commanding Officer. Standard naval and business style correspondence will be forwarded to the Administration Department for signature. On business letters, "Sincerely" is the command's preferred complimentary closing; except in the case of business letters to high ranking civilian officials, such as a mayor, congressman, etc., use "Very respectfully," as the complimentary closing.

4-13. Assembly/forwarding of Outgoing Correspondence for Commanding Officer's Signature

a. Two-pocket folders (red or blue) will be used for all correspondence as follows: Red for priority correspondence and blue for routine correspondence. The front cover of folders are reserved for use by the Administration Department; correspondence cover sheets will NOT be stapled to the front cover. Folders may be reused, except when they become unduly soiled or worn.

b. Smoothed correspondence and all endorsements and enclosures, as appropriate, will be placed on the right side of the folder.

c. An executive correspondence cover sheet will be placed over correspondence on the right side of the folder, with the flap of the cover sheet taped to the back cover of the folder.

d. Copies of pertinent references, required extracts from references and prepared briefs will be placed inside the left pocket of the folder. A properly completed correspondence cover sheet will be placed on top of references and other supporting documentation. Inclusion of these items provides in-depth information and clarification of correspondence.

e. A point paper will be submitted to the Commanding Officer and Executive Officer clarifying outgoing correspondence whenever the material is lengthy or further explanation or justification is required.

f. Outgoing command correspondence, consisting of two or more pages, will not be stapled before signature.

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g. After serialization is completed, folders, executive correspondence cover sheets, references and all other material will be returned to the originator by the Administration Department.

NOTE: All departments are encouraged to use E-mail to forward correspondence for the Commanding Officer's signature or information to the Administration Department Leading Petty Officer.

4-14. Rewritten Correspondence/Directives. The following will be adhered to when material is returned to the originator for retyping or rewriting:

a. The original will be folded in half lengthwise and placed on the left side of the folder with the word "rewritten" or "retyped" across the visible portion of the fold. All notes, comments and answers relating to the change or corrections are to be returned with the rewritten/retyped material.

b. When correspondence or directives are resubmitted, the chop ladder will be appended to the rewrite.

4-15. Point papers. A departmental point paper will be prepared to provide the Commanding Officer with the most current information available on subjects of importance.

a. Point papers may be requested from departments for specific occasions, such as conferences or visits, to the Commanding Officer by non-NAS Oceana personnel.

b. Point papers are to be factual, concise and contain only information essential for the Commanding Officer to have at his fingertips to discuss a particular topic. They will be submitted per reference (a), Chapter 2, Section E.

c. Additionally, department heads are encouraged to keep the Commanding Officer current on matters of importance via point papers.

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SECTION C

MISCELLANEOUS INFORMATION/REFERENCE MATERIAL

4-16. Command Preference/Specific Examples and Common Errors

a. Use "NAS Oceana" or "Naval Air Station Oceana" in the text of letters. Do not use "NASO" or "Oceana." Style of writing should be consistent throughout the material.

b. When typing "U.S. Navy," there is no space between the first period and initials. Incorrect: "U. S."

c. Use "Distinguished Guest" (DG) instead of "VIP."

d. Use "on board" or "at" instead of "aboard," when referring to a shore command. Use of "aboard" refers to a ship.

NOTE: "On board" is two words vice one.

e. Use "per" instead of "in accordance with."

f. Capitalize the "S" in "Sailor."

g. Use gender neutral language.

h. Avoid using "can-do."

i. Use abbreviated titles or acronyms in the text only after they have appeared at least once written out, including the abbreviation in parentheses. EXAMPLE: Affirmative Action Plan (AAP) or Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT).

j. References and enclosures are listed in the order mentioned in the text of the material. References should not be used or cited if not referred to. An enclosure is never listed as a reference in the same letter.

k. In the text, reference or enclosure line, use "of" instead of "dtd" or "dated." Example: NAS OCEANA VA ltr 4710 Ser 22/578 of 12 Nov 00.

l. When referencing a telephone conversation, use "PHONCON," activities, codes, if possible, and names of individuals followed by the date of the conversation. Example:

Ref: (a) PHONCON NAS OCEANA VA (Code XX) CAPT James Doe/
COMNAVAIRLANT (Code 70) CAPT John Smith of 10 Apr 86

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m. When referencing a naval message, the word "message" or "MSG" is not used. Example:

Ref: (a) USS ENTERPRISE 091200Z Sep 90
(b) CINCLANTFLT PEARL HARBOR HI 151830Z Apr 86

n. In business letters, civilian time is used and typed in figures, hour only followed by a space with lower case designation of "a.m." or "p.m." or hour followed by a colon and minutes, one space and appropriate lower case designation. Examples:

(1) 10 a.m.

(2) 3:45 p.m.

NOTE: Periods will be used when typing the designation "a.m." or "p.m."

o. Do not use "Attention" lines in business letters.

p. Do not use the collective salutation "Ladies and Gentlemen" in business letters. Use "Dear Sir or Madam" if not sure of gender mixture.

q. Do not use "I would like to..." Use: "I offer my..." "I extend my..." Get to the point. Don't sound indecisive.

r. Use "E-mail" vice "e-mail" or other variations.

s. When writing a business letter to retired military personnel, type the abbreviated rank/rate, full first name, middle initial, last name, comma, space and abbreviated service, space and "(Ret)." Examples:

(1) CAPT John A. Smith, USN (Ret)

(2) HM1 Mary J. Jones, USN (Ret)

NOTE: The "R" is capitalized in "Ret" and a period IS NOT used.

In the salutation, however, spell out the rank. Examples:

(1) Dear Captain Smith:

(2) Dear Petty Officer Jones:

t. Spell out numbers one through ten and when using numbers that begin a sentence or phrase; or, reword the sentence to avoid spelling out the number. When using two or more numbers in a sentence and one of the numbers is larger than ten, use figures for all numbers.

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u. Do not capitalize the word "naval," such as in "naval service." Exception: Do capitalize it when used in official titles, such as "Naval Air Station Oceana." Office titles not used in conjunction with a person's name are not capitalized (i.e. commanding officer, executive officer, department head, division officer, officer in charge, etc.).

4-17. NAS Oceana letterhead is to be used for all correspondence addressed outside the command. It may also be used for internal correspondence such as committee meeting minutes, letters of appreciation or official correspondence addressed to an individual of the command. Official outgoing correspondence will be signed by the Commanding Officer or "By direction."

4-18. Endorsements will be prepared on the same size paper as the original or basic document.

REFERENCE MATERIAL

Abbreviations and Addresses of Naval Activities: Standard Naval Distribution List, (SNDL) Parts 1 and 2

Government Printing Office (GPO) Style Manual

Navy and Marine Corps Awards Manual, SECNAVINST 1650.1F

Policy and Procedures Concerning Award Recommendations for Military Personnel, NASOCEANAINST 1650.2F

Promulgation of Naval Air Station (NAS) Oceana Standard Distribution List, NASOCEANAINST 5216.1V